



**HEADQUARTERS**  
**NORTH CAROLINA WING CIVIL AIR PATROL**  
United States Air Force Auxiliary  
PO Box 2082  
Burlington, NC 27216-2082



REPLY TO  
ATTN OF: Maj Richard G. Augur, DO

1 Jan 05

SUBJECT: NC Wing Flight Crew Information File (NCW FCIF) # 05-2: CAPF 108 Procedures

TO: NC Wing Pilots, Commanders, and Stan/Eval members

1. This FCIF will outline NCWG procedures for completing and filing the CAPF 108. Complete procedures are contained in CAPR 173-3.
2. A properly completed CAPF 108 **MUST** be filed with NCWG withing **15 days** for all flights flown as an AFAM-Reimbursable Mission (Mission symbol "A"), any reimbursable "B" mission symbol sortie and "C15" Cadet orientation Flights. A CAPF 108 **SHALL** be filed even if the pilot is not seeking reimbursement. All vehicles used in a mission will also complete a CAPF 108, even if the member is not seeking reimbursement.
3. All flights conducted under a mission number **must** appear in WMIRS and the flying time in WMIRS must correspond to the flying time being claimed on the CAPF 108. Funded checkrides are exempt from the requirement to appear in WMIRS and are tracked separately. All vehicle mileage claimed must correspond with WMIRS.
4. The NCWG Emergency Services Officer has assigned an officer to coordinate tracking of CAPF 108s with NCWG/HQ. Presently this officer is Ltc Norm Wisniewski.
5. Completing the CAPF 108
  - Use the current form. Presently, the current version is Mar 03. All blocks must be filled out completely.
  - Using the **CORRECT** mission number is **MANDATORY**. (Block 1)
  - Actual missions are marked "SAR/DR". Practice missions and training are marked "Eval/Trng". (Block 2)
  - Claimant must be member's name or squadron name. (Block 3)
  - Mailing Address, is where the reimbursement will be sent. (Block 4A)
  - **ALL** CAPF 108s submitted shall be marked "Final". (Block 5)
  - Aircraft hours are entered in HOBBS time. For a vehicle enter the miles driven. (Block 5F)
  - Hourly Rate – All corporate C-172s enter \$30. All corporate C-182RGs enter \$42. Member owned aircraft add \$10 to these rates. CAPR 173-3 defines these rates and they are subject to change. (Block 5G)
  - Fuel and Oil cost – **original** receipts will be submitted. The receipt shall indicate the **cost** and **number of gallons**. The **mission number, member's name and tail number** shall be noted on the receipt.
  - The receipts shall be physically attached (stapled) to the CAPF 108.
  - Submit only one mission number per CAPF 108. Never combine separate mission numbers into a single form.
  - The CAPF 108 shall be properly signed, dated and submitted to HQ NCWG no later than **15 days** after completion of the flight or activity.
  - All CAPF 108s are checked by the State Director (SD) and incomplete, incorrect or late submissions could delay or negate reimbursement to the wing and the member.
6. Tracking and payment/collection procedures.
  - The goal is quick and efficient filing of CAPF 108s resulting in timely reimbursement to the pilot and wing.
  - If you have completed the CAPF 108 as required and have not received reimbursement in a timely manner contact Ltc Wisniewski (or the current staff officer assigned to track this) with your concerns. We want you to be reimbursed in a timely manner!
  - If a CAPF 108 is due and has not been received by HQ NCWG, you can expect to be contacted and must be prepared to explain your tardiness. Late submissions may result in forfeiture of reimbursement.
  - Pilots will be held accountable for aircraft maintenance reimbursements which are due to NCWG that are not paid due to incorrect or late submission of the CAPF 108. Each case will be reviewed individually.

Richard G. Augur, Maj, CAP  
Director of Operations

